

Role Profile

Part A - Grade & Structure Information

Job Family Code	10BF	Role Title	Cabinet Support Lead
Grade	PS10	Reports to (role title)	Business Manager, Leader
		Directorate/School	Resources
JE Band	371-438	Service/Department	Executive Support
		Date Role Profile was created	Jul-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To provide high-level strategic and administrative support to elected Cabinet Members, ensuring they are well-prepared, informed, and able to fulfil their portfolio responsibilities effectively. This role is pivotal in managing complex schedules, coordinating work programmes, and facilitating effective communication and collaboration across various corporate areas, thereby enhancing the overall efficiency and effectiveness of the Cabinet.</p> <p>Key accountabilities</p> <ol style="list-style-type: none"> 1. Produce and review high-quality documents, reports, and presentations, ensuring accuracy and professionalism to support effective communication and decision-making. 2. Ensure Cabinet Members are thoroughly briefed and prepared for all meetings, providing relevant paperwork and background information to enable effective participation and strategic planning. 3. Maintain accurate and efficient records management systems, including filing, database management, and action logs to ensure easy retrieval of information and compliance with organisational policies. 4. Provide administrative support for complex meetings and events, including minute taking, preparing meeting briefs, and following up on action items to ensure effective meeting outcomes and accountability. 5. Oversee the management of Cabinet Members' work programmes with a clear forward planning process, ensuring that all activities are strategically aligned and effectively prioritised to support efficient decision-making. 6. Work closely with other Cabinet Support Leads, the CLT support team, and various corporate areas to ensure cohesive support for Cabinet Members, promoting collaboration and enhancing overall organisational effectiveness. 7. Conduct thorough research and analysis to provide Cabinet Members with relevant information and insights, enabling informed decision-making and strategic planning. 8. Conduct horizon scanning to identify emerging issues, opportunities, and trends, providing Cabinet Members with timely insights to inform strategic planning and proactive decision-making.
Work Context	<p>The Cabinet Support Leads provides high-level support to elected Cabinet Members with portfolio responsibilities. This role is central to ensuring that Cabinet Members are well-prepared, informed, and able to fulfil their duties effectively.</p> <p>Cabinet Support Leads frequently interact with senior Members, the Chief Executive, Corporate Leadership Team (CLT), and other key stakeholders. The role involves working closely with other Cabinet Support Managers to ensure cohesive support across the Cabinet, sharing information and best practices. Engaging with various corporate areas such as Policy and Strategy, Democratic Services, Communications, and service areas is crucial to facilitate effective communication and coordination.</p> <p>The Cabinet Support Lead must navigate complex schedules, manage competing priorities, and handle sensitive information with discretion and professionalism. They possess significant experience in strategic support and leadership, with strong skills in strategic planning, communication, and project management. The ability to handle complex information and provide high-quality briefings is essential.</p> <p>The role demands a high level of mental effort to manage competing priorities, conduct thorough research, and provide timely insights. The environment can be high-pressure, requiring resilience and the ability to manage multiple deadlines. The Cabinet Support Lead plays a crucial role in supporting the effective functioning of the Cabinet, contributing to the overall success of the council's strategic objectives.</p>

Line management responsibility if applicable	A small team of Cabinet Support Officers
Budget responsibility if applicable	Will support decision making for related programme or project budgets.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Service Delivery</p> <ul style="list-style-type: none"> • Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within defined policy/strategy and procedures to support informed decision making. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by manager to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May assist with budget/resource/funding management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. <p>People Management</p> <ul style="list-style-type: none"> • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>And/Or</p> <ul style="list-style-type: none"> • Operate as an individual responsible for the delivery of a high level and complex service. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> • Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions. • Proven ability to manage a range of projects through to completion. • Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<ol style="list-style-type: none"> 1. Extensive experience providing strategic support in a political environment 2. Excellent written and verbal communication skills to effectively convey information and ideas to a range of audiences 3. Proficiency in research and analysis, able to synthesise complex data and present findings in a clear and actionable manner 4. Exceptional organisational skills and attention to detail 5. Strong problem-solving skills to identify challenges, analyse potential solutions, and implement effective strategies 6. Comprehensive knowledge of local government structures, processes, and functions 7. Acute awareness of the political landscape and the ability to manage sensitive relationships with elected officials and other stakeholders 8. Excellent stakeholder engagement and management skills, including external partners and agencies
Role Summary	<p>Roles at this level lead and manage the work of larger teams, or a grouping of two or more teams with a common theme. Alternatively they may be professional roles undertaking research and providing complex advice and/or managing specialist projects. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, third parties, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems and may involve the creation of new approaches and procedures to solve the problem.</p>

Reference Number	BM-2025-313
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